



## Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

## INTERNAL ONLY RECRUITMENT

### Fire Cost Analyst Recruitment #2009-08-6985 (½ time, permanent position)

**JOB CLASSIFICATION:** Fiscal Analyst 1

**SALARY RANGE:** \$2663 – \$3459 per month  
This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

**LOCATION:** Ellensburg, WA

**CLOSES:** August 14, 2009

### POSITION PROFILE:

Under the direction of the Region's Fiscal Analyst 2, the Fire Cost Analyst independently researches, analyzes and provides fire billing and fire cost recovery, fire investigation cost and recovery, and cost reimbursement; and, other fiscal and administrative support to Resource Protection & Service and Business Admin programs.

- Researches the billable cost for third party cost recovery
- Analyzes data to estimate the cost of an incident and to determine actual individual agency costs
- Calculates and administers fire cost recovery billings each year
- Prepares and distributes fire cost recovery reports with billing status
- Determines reimbursable fire costs and processes yearly interagency cost reimbursements
- Assists with region fire cost audits

### REQUIRED QUALIFICATIONS:

- Experience with computer systems; spreadsheets and word processing.
- Experience with accounts payable, payroll, and accounts receivable.
- Experience reviewing, analyzing, and interpreting accounting and financial records and reports; Analyzing and correcting discrepancies.
- Knowledge of and ability to explain the agency's current fire, cost recovery and fiscal policies and procedures.

### DESIRABLE QUALIFICATIONS:

- Bachelor's degree in Accounting or a related field, which includes at least 18 quarter or 12 semester hours of accounting, auditing, or budgeting. Professional experience may substitute for education, but not usually for the credit hours.

## EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

## SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- The incumbent in this position is required to travel.
- Must have a valid driver's license and have two years of driving experience.
- Must be at least 18 years of age at the time of hire.

### WHO MAY APPLY – DNR Employees only

This recruitment is open to any DNR employee who meet the required qualifications for this position.

### APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#) And/Or a Resume
- An online **voluntary** [Applicant Profile Questionnaire](#). *(This form is not required and is submitted online. Please do **not** print out and send in with application materials).*
- Finalists will be asked to provide an employment/commercial driving record issued from the state in which you are currently licensed.

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

**Electronic method preferred**

**OR other method**

[Sally.bollinger@dnr.wa.gov](mailto:Sally.bollinger@dnr.wa.gov)

Sally Bollinger  
Dept of Natural Resources  
713 Bowers Road  
Ellensburg, WA 98926

**NOTE: Please indicate Recruitment # 2009-08-6985 in the subject line of your e-mail.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Nancy Shaff at (509) 925-0970 or e-mail [Nancy.shaff@dnr.wa.gov](mailto:Nancy.shaff@dnr.wa.gov).

**Please keep announcement to two pages....**

